



**California Emergency Management Agency**  
**LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**  
3650 SCHRIEVER AVENUE  
MATHER, CALIFORNIA 95655  
(916) 324-9200



December 30, 2009

Kate Kain  
Associate Director  
Marin Abused Women's Services  
734 A Street  
San Rafael, CA 94901

**SUBJECT:** CAL-EMA SITE VISIT  
**GRANT #:** DV09241181 & DR09011181  
**RECIPIENT NAME:** MARIN ABUSED WOMEN'S SERVICES

Dear Ms. Kain:

This is to confirm my scheduled visit to your office on **Monday, February 22, 2010 and Tuesday, February 23, 2010**. According to Cal-EMA records Marin Abused Women's Services' last site visit was 5/16/2001. The site visit is designed to provide technical assistance and to review documents, requirements and project performance. The overall purpose is to assist you in achieving grant award objectives in a timely fashion. Enclosed is the Site Visit form we will be using throughout our visit.

Please have staff responsible for the preparation of OES Forms 201 and 223 and those staff responsible for oversight of grant-related activities available to meet with me during my visit.

I look forward to this visit and to having the opportunity to meet with you and your staff. Should you have any questions prior to this visit, please do not hesitate to contact me at (916) 324-9222 or at Joimeiko.Coulbourn@oes.ca.gov.

Sincerely,

Joimeiko Coulbourn  
Criminal Justice Specialist I  
Law Enforcement and Victim Services Division

Attachment(s)